

## **The Tempe Way**



### **MISSION:**

To make Tempe the best place to live, work and play.

### **VALUES:**

People... Integrity... Respect... Openness... Creativity... Quality...

## **CENTRAL SERVICES ADMINISTRATOR**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To manage, direct and coordinate the activities of the Central Services Division including purchasing, surplus property operations, central duplicating and mail services, city switchboard and the contracts monitoring & payment approval function; to coordinate activities with other divisions and departments; and to provide highly complex staff assistance to the Financial Services Manager.

### **Supervision Received and Exercised:**

Receives general direction from the Financial Services Manager or from other supervisory or management staff.

Exercises direct supervision over professional, technical and clerical staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Manage, direct and organize the division's activities including the purchasing activities, contracts monitoring & payment approval, city switchboard and the central duplicating and mail room functions; manage the disposal of surplus, salvage and/or obsolete items.
- Direct, oversee and participate in the development of work plans; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Recommend goals and objectives; assist in the development of and implement policies and procedures.

*Effective November 1988*

*July 2002 Title change*

*Revised April 2003 (eliminated Warehousing functions)*

## CITY OF TEMPE

### Central Services Administrator (continued)

- Review contracts and purchase orders; maintain contact and negotiate with vendors; keep informed of market conditions and new products; evaluate vendor performance; manage business outreach program.
- Supervise and participate in development of bid specifications; solicit and analyze bids; make award of purchase.
- Confer with department representatives to determine purchasing needs, specifications and areas of standardization; coordinate services with other City departments and divisions and with outside agencies; interpret policies and procedures related to purchasing.
- Prepare the division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Prepare statistical reports related to division activities for management staff.
- Represent the Central Services Division in staff meetings and at City Council meetings.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Five years of increasingly responsible experience in purchasing and materials management, including two years of administrative and/or supervisory responsibility.

#### **Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in purchasing, business administration, public administration, or a related field.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.**

**Job Code: 2800**

**Salary Range: 48**

*Effective November 1988*

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CITY OF TEMPE  
Central Services Administrator (continued)

**Compensation Plan: P40 / Regular**

**FLSA: Exempt**

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